



Please print or type all information requested and review responses for accuracy.

For Office Use

Special Population

C	B	N	F

Third Party

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Current Legal Name

Last (Family) Name	First (Given) Name	Middle Initial
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Birth/Maiden Name (if different from current last name)

Other name(s) by which you may have been identified in relevant academic records

Permanent Address

Number and Street Apt. or Suite Number

City _____ State _____ Zip Code _____ Country (if not USA) _____

Mailing Address (if different from permanent address)

Number and Street Apt. or Suite Number

City _____ State _____ Zip Code _____ Country (if not USA) _____

Phone Numbers (please circle "D" for day or "E" for evening)

Area Code ()	(D/E)	Area Code ()	(D/E)
Home Phone		Business Phone	Business Extension

Internet address, if applicable:

Date of Birth **Gender (M = male; F = female)**

Have you ever been enrolled in any program at Excelsior College? ☐ Yes ☐ No

Enter the code number which represents your estimate of the total number of college credits you have earned through college courses, proficiency tests, military courses, and so forth.

1	No credit/courses	2	1-30 credits	3	31-60 credits	4	61-90 credits
5	91-126 credits	6	over 126 credits	7	Don't know		

Enter the code number which most accurately reflects your racial/ethnic background.

1	African American, Black	2	Asian, Pacific Islander	3	Caucasian, White	4	Latina, Latino
5	Multiracial, please specify:	6	Native American, Inuit	7	Other, please specify:		

Enter the code number which reflects your citizenship status.

6 U.S. citizen 7 Permanent resident 8 Nonresident alien 9 Foreign national

If you are currently serving in the United States Armed Services, please enter the code number of the Branch:

Branch

10	Army – Regular	30	Marines – Regular	50	Coast Guard – Regular
15	Army – Reserves	35	Marines – Reserves	55	Coast Guard – Reserves
20	Navy – Regular	40	Air Force – Regular	60	National Guard – Army
25	Navy – Reserves	45	Air Force – Reserves	65	National Guard – Air

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Payment

When you submit this application, be sure to include payment of the current Credit Bank Fee. If you are unsure of the current fee, please contact our Business Office at 518-464-8500 or toll-free at 888-647-2388; at the automated greeting press 1-4-2. **Make your check or money order payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below.**

A portion of the Credit Bank Fee will be applied toward the Enrollment/Initial Evaluation Fee if you enroll in an Excelsior College degree program within one year of the date your initial Credit Bank transcript was mailed to you. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

Payment in full is attached (check, money order, or completed charge authorization) ☐

Charge Card Authorization:

I authorize Excelsior College to charge _____ (or the current Credit Bank Fee at the time this form is received by Excelsior College) to my:

☐

MasterCard

☐

VISA

☐

Discover

Account Number: _____ Expiration Date: _____

Name of Cardholder (print): _____

Signature: _____

Signature and Date (required)

I certify that the above statements are true and correct. I understand that false information and documents will nullify my Credit Bank application and may result in dismissal from the College if I enroll. I also understand that it is my responsibility to submit a complete Credit Bank package.

Signature: _____ Date: _____

Full signature required. *Do not print.*

Send your completed application, payment and all official documents in the enclosed preaddressed envelope to:

Excelsior College Business Office
7 Columbia Circle
Albany, New York 12203-5159

Transcript Request (optional)

If you wish to have an **official** or **additional student copy** of your Excelsior College transcript, please complete the request below and include the appropriate fee with your Credit Bank Application.

The current transcript fee is \$10. If you require that the additional transcript be sent within 3 business days from the date your Credit Bank transcript is prepared, you will also need to pay the Transcript Rush Fee for a total of \$35.

Which transcript shall we send? ☐ student copy ☒ official copy

Are you requesting Transcript Rush Service?
(additional \$25 required, making a total of \$35) ☐ yes ☒ no

Authorization for release of transcript

Signature (required): _____ Date: _____
Full signature required to release transcript. *Do not print.*

Send transcript to: (print complete mailing address):

Naval Facilities Institute

3502 Goodspeed Street, STE 2 (ATTN: Lana Lyskin) Bldg 1444

Port Hueneme, CA 93043-4337

Name: _____ Social Security #: _____

Documents Submitted for Evaluation

1. **Regionally-Accredited Institutions:** List each institution from which you have earned college-level credit for which you are submitting a transcript. Military related applicants should include the Community College of the Air Force (CCAF), the U.S. Army Command and General Staff College. Course work transferred from one institution to another is not always listed in an acceptable format for Excelsior College to evaluate. Therefore, we encourage you to have transcripts submitted from each separate institution you attended.

Institution

Defense Acquisition University (See NFACT Transcript)

2. Military Documentation

- | | |
|--|---|
| <input type="checkbox"/> DD Form 295 (active duty personnel) | <input type="checkbox"/> Sailor/Marine/ACE Registry (SMARTS) |
| <input type="checkbox"/> Army/ACE Registry Transcript (AARTS) | <input type="checkbox"/> Defense Language Institute (DLI) |
| <input type="checkbox"/> DD Form 214 (Veterans/Retirees) * | <input type="checkbox"/> Defense Language Proficiency Test (DLPT) |
| *Please note: A DD Form 214 sent by the student must be certified, include the original signature of the appropriate official, and submitted by the student to Excelsior College in the sealed envelope issued by the county clerk; or state, or county VA office; or military education center. | |
| | <input type="checkbox"/> Coast Guard Institute |

3. Score Reports from Testing Agencies

- | | |
|---|---|
| <input type="checkbox"/> Excelsior College Examinations, formerly Regents College Examinations (including any examinations taken through ACT PEP). It is not necessary to submit official score reports for Excelsior College Examinations, including examinations taken through ACT PEP. We will take this information from our files. | <input type="checkbox"/> DANTES/USAFI |
| <input type="checkbox"/> AP (Advanced Placement Tests) | <input type="checkbox"/> GRE Subject Tests |
| <input type="checkbox"/> CLEP (only those tests not administered by DANTES/USAFI) | <input type="checkbox"/> Other Test Results (explain)

_____ |

4. **Other:** List any official transcripts (such as PONS/ACE approved business and industry transcripts, FAA Fixed Wing Pilot certificates, international credentials evaluation, etc.) that will be received for your Credit Bank transcript.

